

23 August 1973

MEMORANDUM FOR: Chief, Information Systems Analysis Staff

SUBJECT : Square Feet of Floor Space Required for Filing Equipment

1. Following are figures reflecting the square feet of floor space required to accommodate filing equipment of all varieties used in the storage of records in headquarters and field installations. DDO's figure shows only safes and vault shelving. DDI did not submit a field report. They failed to get the requirements to the field in time for this report but will have figures for the next report.

	<u>1972</u>	<u>1973</u>	<u>Difference</u>
DCI	5,062	23,905	18,843
DDI	96,178	169,611	73,433
DDM&S	51,362	66,560	15,198
DDO	-	66,979	66,979
DDS&T	<u>19,360</u>	<u>23,941</u>	<u>4,581</u>
Agency Total	<u>171,962</u>	<u>350,995</u>	<u>179,033</u>

2. The increase in square feet reported is definitely due to better reporting as well as new equipment and the fact that DDO reported safes and vault shelving. In addition, the 1973 Measurement Standard called for an additional increment for working space to be added to the dimensions of the equipment.

Analyst
Records Administration Branch

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